



# CITY OF HOUSTON

## Job Posting

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|    | BJW  |
| 1  | <b>Applications accepted from:</b> ALL PERSONS INTERESTED  |
| 2  | <b>Job Classification</b> RECREATION SUPERVISOR (2 POSITIONS)  |
| 3  | <b>Posting Number</b> PN# 107273   |
| 4  | <b>Department</b> PARKS AND RECREATION   |
| 5  | <b>Division</b> RECREATION OPERATIONS  |
| 6  | <b>Section</b> RECREATION AND WELLNESS   |
| 7  | <b>Reporting Location</b> 2999 So. Wayside*  |
| 8  | <b>Workdays &amp; Hours</b> VARIOUS*   |
|    | *Subject to change   |
| 9  | <b><u>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</u></b><br>This individual will assist the Administration Manager and Assistant Superintendent with professional programming function within the section. Coordinate and develop structured Summer and After-school programs and special events for youth and senior citizen within community centers. Program development will include the 40 Developmental Assets, education, art and cultural, wellness and fitness, nature, after school and day camp style activities. Assist with on-going training programs on a citywide level for community center staff. Assist with special events, partnership and grant programs with other organizations. Monitor and evaluate the quality, responsiveness, efficiency and effectiveness of assigned city service programs, service delivery methods and procedures. Maintain inventory control systems of recreational supplies. Must be willing to work evenings, weekends and holidays as needed. Perform other duties as assigned. |
| 10 | <b><u>WORKING CONDITIONS</u></b><br>This position routinely requires lifting of moderately heavy item, such as typewriter or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.   |
| 11 | <b><u>MINIMUM EDUCATIONAL REQUIREMENTS</u></b><br>An Associate's degree in Recreation, Education, Physical Education, Art or a related field is required.  |
| 12 | <b><u>MINIMUM EXPERIENCE REQUIREMENTS</u></b><br>Two (2) years of experience in recreation or education are required.  |
| 13 | <b><u>MINIMUM LICENSE REQUIREMENTS</u></b><br>Must have a valid Texas Driver's License and comply with the City of Houston's policy on driving (AP 2-2).   |
| 14 | <b><u>PREFERENCES</u></b>  |
| 15 | <b><u>SELECTION/SKILLS TESTS REQUIRED</u></b> NO   |
| 16 | <b><u>SAFETY IMPACT POSITION</u></b> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO<br>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.  |
| 17 | <b><u>SALARY INFORMATION</u></b><br>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:<br>Salary Range - Pay Grade 16<br>\$946 - \$1,279 Biweekly \$24,596 - \$33,254 Annually   |
| 18 | <b><u>OPENING DATE</u></b> October 26, 2005  |
| 19 | <b><u>CLOSING DATE</u></b> November 1, 2005  |
| 20 | <b><u>APPLICATION PROCEDURES</u></b><br>Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> . Floor. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Telephone for the Deaf (TDD) Phone Number (713) 837-9471.</b>   |
|    | An equal opportunity employer  |